Managing Projects Project Server 2013

Duration 3 Days

Office 365 CENTER
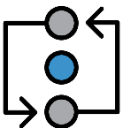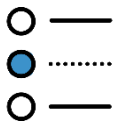
About This Course

This two-day instructor-led is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also would like to improve effective project team communication and collaboration.

Audience(s): Project Manager, Team Members

Language: Speaker Thai / Presentation English & Thai

Prerequisites: Project Server Account

Course Outline

Module		Lessons
	1. Understanding Project and Project Management This module explains the basic elements of project and what is the common tasks to perform when managing a project	▪ What's a Project? ▪ Determining Project Objectives ▪ The Project Triangle ▪ Optimize the Schedule ▪ Introduction to Project Web App
	2. Create a new Project This module explains how to create a new project with Microsoft Project 2013 and publish it to Project site	▪ Understand Microsoft Project 2013 ▪ Define the Project Scope ▪ Create a Project
	3. Managing Project Task This module explains how to manage project tasks in the project. Also explain the considerations for creating work breakdown schedule (WBS) with Microsoft Project	▪ Project Task ▪ Managing Project Task
	4. Managing Project Resources This module explains how to manage project resources in Microsoft Project. This module also describes the concept of centralized resources pool with Project Server	▪ Defining Resources ▪ Assigning Resources to Task ▪ Estimating Project Cost ▪ Resources leveling
	5. Using Timesheet This module explains how to report project task status from project member prospective. This module also describes the configuration tasks for enabling timesheet	▪ Understanding timesheet ▪ Configuring timesheet
	6. Managing Issues and Risks This module explains how to manage issue and risk with Project Site. This also explain the basis of project issues and risks	▪ Understanding Issue ▪ Understanding Risk

	7. Project Reporting This module explains how to use project report and project site report to understand the project status.	- Using Project Report - Using Project Server Report - Building Custom report with Excel